



BYRON P. DECOTEAU, JR.
DIRECTOR

MINUTES/ACTIONS

AGENDA
STATE CIVIL SERVICE COMMISSION
GENERAL BUSINESS MEETING
WEDNESDAY, SEPTEMBER 29, 2021
9:00 A.M.

LOUISIANA PURCHASE ROOM, SUITE 1-100, FIRST FLOOR, CLAIBORNE BUILDING, 1201 NORTH THIRD STREET, BATON ROUGE, LOUISIANA

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- Roll Call

The State Civil Service Commission convened its monthly general business meeting at 9:06 a.m. on Wednesday, September 29, 2021. Present were Chairman David Duplantier, Vice Chairman D. Scott Hughes, Commissioners Kristi Folse, G. Lee Griffin, John McLure and Jo Ann Nixon. Commissioner Ronald Carrere, Jr., was absent.

- Opportunity for Public Comment (No Attachment)

No requests received from the public to address the commission.

On motion duly made, seconded, and passed; the Commission took the specified action as listed for each of the requests listed below:

- 1) Consideration of the **Minutes** of the Commission meeting held July 6-7, 2021. **The Commission unanimously approved the minutes as written.**
- 2) WITHDRAWN
- 3) Request of the **Louisiana Department of Natural Resources** to amend a Crisis Leave Pool Policy in accordance with State Civil Service Rule 11.34, effective September 1, 2021. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **The Commission unanimously granted the request.**
- 4) Request of the **Louisiana State Police Retirement System** to establish a Rewards and Recognition policy in accordance with State Civil Service Rule 6.16.1, effective September 1, 2021. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **The Commission unanimously granted the request.**
- 5) Request of the **Department of Children and Family Services** to exempt from the classified service two (2) Special Project Officer positions, in accordance with State Civil Service Rule 4.1(d)2, effective September 1, 2021 through January 11, 2024. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **The Commission unanimously granted the request.**

- 6) Request of the **Division of Administration** to exempt from the classified service eight (8) Analyst positions in the Louisiana Office of Community Development Disaster Recovery Unit in accordance with State Civil Service Rule 4.1(d)2, effective September 1, 2021 through October 12, 2022. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **The Commission unanimously granted the request.**
- 7) Request of the **Metropolitan Human Services District** to exempt from the classified service, four (4) Nurse Registered positions, in accordance with State Civil Service Rule 4.1(d)2, effective September 1, 2021 through April 6, 2025. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **The Commission unanimously granted the request.**
- 8) Request of the **Port of New Orleans** to extend authority to exempt from the classified service three (3) positions, in accordance with State Civil Service Rule 4.1(d)2, effective September 6, 2021 through May 2, 2025. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **The Commission unanimously granted the request.**
- 9) Request of the **South Central Louisiana Human Services Authority** to extend authority to exempt from the classified service one (1) Specialist position, in accordance with State Civil Service Rule 4.1(d)2, effective September 6, 2021 through September 5, 2025. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **The Commission unanimously granted the request.**
- 10) Request of the **Department of Transportation and Development** to amend its Comprehensive Pay policy in accordance with State Civil Service Rule 6.5(b), 6.16(a), and 6.16.2 effective September 6, 2021. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **The Commission unanimously granted the request.**
- 11) Request of the **City of Ville Platte Housing Authority** to establish an Optional Pay policy in accordance with State Civil Service Rule 6.16.2, effective September 1, 2021. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **The Commission unanimously granted the request.**
- 12) Request of the **Louisiana State Board of Private Security Examiners** to establish an Optional Pay policy in accordance with State Civil Service Rule 6.16.2, effective September 1, 2021. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **The Commission unanimously granted the request.**
- 13) Request of the **Louisiana State Racing Commission** to establish an Optional Pay policy in accordance with State Civil Service Rule 6.16.2, effective September 1, 2021. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **The Commission unanimously granted the request.**
- 14) Request of **State Civil Service** to ratify the Director's interim approval to amend a Premium Pay Policy in accordance with State Civil Service Rule 6.16(a), effective July 27, 2021 through December 31, 2021. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **The Commission unanimously granted the request.**
- 15) Request of **State Civil Service** to ratify the Director's interim approval to amend a Premium Pay policy in accordance with State Civil Service Rule 6.16(a), effective July 26, 2021 through December 31, 2021. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **The Commission unanimously granted the request.**

- 16) Request of the **Department of Culture, Recreation and Tourism** to amend a Special Entrance Rate policy in accordance with State Civil Service Rule 6.5(b), effective September 1, 2021. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **The Commission unanimously granted the request.**
- 17) Request of the **Louisiana Department of Natural Resources** to establish a Special Entrance Rate policy for Auditor positions in accordance with State Civil Service Rule 6.5(b), effective September 1, 2021. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **The Commission unanimously granted the request.**
- 18) Request of the **Department of Public Safety and Corrections—Office of State Police** to amend its Special Entrance Rate policy in accordance with State Civil Service Rule 6.5(b), effective September 1, 2021. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **The Commission unanimously granted the request.**
- 19) Request of the **Louisiana Department of Health—Office for Citizens with Developmental Disabilities** to extend the job appointment of Krista Tipton, Program Monitor-DHH, in accordance with State Civil Service Rule 23.5(a), effective October 1, 2021 through September 30, 2025. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **The Commission unanimously granted the request.**
- 20) Request of the **Department of Agriculture and Forestry** for authority under the provisions of State Civil Service Rule 23.6(a) and (b), to allow all incumbents appointed to classified WAE positions in the job title, Police Officer 2-A, to work up to 2,080 hours in a 12-month appointment period and to allow reappointment of the incumbents who previously exceeded the 1245 hours in a 12-month appointment period, effective September 1, 2021, through July 27, 2022. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **On motion duly made, seconded, and passed by a vote of 5 to 1, the Commission granted the request. This approval does not cover any hours worked over 1245 prior to this date. Chairman Duplantier and Commissioners Folse, Griffin, McLure and Nixon voted in favor. Vice Chairman Hughes opposed.**
- 21) Monthly Contract Reports **Director Decoteau provided a summary of contracts reviewed by the department for the periods of June 28, 2021 through August 19, 2021 and August 19, 2021 through September 17, 2021.**
- 22) Compliance Audit Quarterly Report Presentation
 - Central Louisiana Supports and Services Center
 - Allen Correctional Center
 - Rayburn Correctional Center
 - Louisiana State Penitentiary
 - Villa Feliciana Medical Complex
 - Department of Public Safety and Corrections-Administration
 - Dixon Correctional Institute
 - Prison Enterprises

Melinda Robert, Compliance Audit Administrator, presented the Compliance Audit Quarterly Report to the Commission. Teresa Davis, Department of Corrections Human Resources Director and Misty Stagg, Prison Enterprises Director, received a certificate in recognition of a perfect Compliance Audit report.

- 23) Consideration of a motion to extend an offer of appointment to the position of Deputy State Examiner in accordance with the Louisiana Constitution Ancillaries. **The Commission unanimously approved that Kesha Feigley be appointed to the position of Deputy State Examiner for a working test period of six months as prescribed by statute, subject to her acceptance of the position after negotiation of salary with the State Examiner in accordance with Louisiana Constitution Ancillaries Article 14 §15.1 9.b and agreement with the State Examiner on a start date and as may be needed, the State Examiner has Commission authority to negotiate above the mid-point in accordance with State Civil Service Rule 6.5(g).**
- 24) Report on 6.5(c) and 6.5(g) Exceptions granted by the Director **Director Decoteau informed the commission that ten (10) total exceptions under State Civil Service Rules 6.5(c) and 6.5(g) were granted between June 24, 2021 through September 17, 2021.**
- 25) Request of the **Florida Parishes Human Services Authority** to extend authority to exempt from the classified service, two (2) Psychiatric Mental Health Nurse Practitioner positions, in accordance with State Civil Service Rule 4.1(d)2, effective November 1, 2021 through February 5, 2023. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **The Commission unanimously granted the request.**
- 26) Request of **Lake Charles Harbor and Terminal District** to extend authority to exempt from the classified service, one (1) Executive Assistant Position, in accordance with State Civil Service Rule 4.1(d)2, effective October 2, 2021 through October 1, 2025. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **The Commission unanimously granted the request.**
- 27) Request from **Louisiana State University—Baton Rouge**, in accordance with State Civil Service Rule 11.1(b), to define an alternate workweek for personnel whose duties meet the Law Enforcement and Fire Protection provisions of the FLSA effective October 15, 2021. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **The Commission unanimously granted the request.**
- 28) Request from **Louisiana State University—Alexandria** to establish an Optional Pay policy in accordance with State Civil Service Rule 6.16.2, effective September 29, 2021. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **The Commission unanimously granted the request.**
- 29) Request of **LSU Health Sciences Center—New Orleans** to extend the job appointment of Angel Miller, Food Service Specialist 5, in accordance with State Civil Service Rule 23.5(a), effective September 11, 2021 through November 10, 2021. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **The Commission unanimously granted the request.**
- 30) Request of the **Louisiana Department of Agriculture and Forestry** to extend the Job Appointment of David Walker, Maintenance Repairer 2, in accordance with State Civil Service Rule 23.5(a), effective September 28, 2021 through September 27, 2022. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **The Commission unanimously granted the request.**
- 31) Request of the **Louisiana Department of Agriculture and Forestry** for authority under the provisions of State Civil Service Rule 23.6(a) and (b), to allow all incumbents appointed to classified WAE positions in the job title, Parks Building and Grounds Attendant, at Indian Creek Recreation Area to work up to 1,745 hours in a 12-month appointment period, and to allow reappointment of the incumbents who previously exceeded the 1,245 hours in a 12-month appointment period, effective September 29, 2021 through July 20, 2022. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.)

The Commission unanimously granted the request, as recommended by State Civil Service, to allow all incumbents appointed to classified WAE positions in the job title, Parks Building and Grounds Attendant, to work up to 2,080 hours in a 12-month appointment period, and to allow reappointment of the incumbents who previously exceeded the 1,245 hours in a 12-month appointment period, effective September 29, 2021, through July 20, 2022. This approval does not cover any hours worked over 1,245 prior to this date.

- 32) Request of the **Louisiana Department of Agriculture and Forestry** for authority under the provisions of State Civil Service Rule 23.(a) and (b), to allow all incumbents appointed to classified WAE positions in the job title, Administrative Coordinator 2, at Indian Creek Recreation Area to work up to 1,745 hours in a 12-month appointment period and to allow reappointment of the incumbents who previously exceeded the 1,245 hours in a 12-month appointment period, effective September 29, 2021 through July 20, 2022. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) The Commission unanimously granted the request, as recommended by State Civil Service, to allow all incumbents appointed to classified WAE positions in the job title, Administrative Coordinator 2, to work up to 2,080 hours in a 12-month appointment period and to allow reappointment of the incumbents who previously exceeded the 1,245 hours in a 12-month appointment period, effective September 29, 2021, through July 20, 2022. This approval does not cover any hours worked over 1,245 prior to this date.
- 33) Request of **Capital Area Human Services District** to amend their current Special Entrance Rate policy in accordance with State Civil Service Rule 6.5(b), effective October 4, 2021. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) The Commission unanimously granted the request.
- 34) Request of **Capital Area Human Services District** to establish a Premium Pay policy in accordance with Civil Service Rule 6.16(a), effective October 4, 2021. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) The Commission unanimously granted the request.
- 35) Request of the **Louisiana Department of Health** to amend its Special Entrance Rate policy in accordance with State Civil Service Rule 6.5(b), effective September 29, 2021. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) The Commission unanimously granted the request.
- 36) Request of the **Louisiana Department of Health** to amend its Premium Pay policy in accordance with State Civil Service Rule 6.16(a), effective September 29, 2021. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) The Commission unanimously granted the request.
- 37) Request of the **Office of Juvenile Justice** to amend a Special Entrance Rate Policy for Juvenile Justice Specialist job titles under the provisions of State Civil Service Rule 6.5(b), effective January 1, 2022. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) The Commission unanimously granted the request.
- 38) Request of the **Department of Children and Family Services** to amend a Special Entrance Rate Policy for Child Welfare Specialist Trainee—Child Welfare Supervisor job titles under the provisions of State Civil Service Rule 6.5(b), effective December 27, 2021. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) The Commission unanimously granted the request.

- 39) Request of the **Department of Children and Family Services** to establish a Premium Pay Policy for Child Welfare Specialist Trainee—Child Welfare Supervisor job titles under the provisions of State Civil Service Rule 6.16(a), effective December 27, 2021. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **The Commission unanimously granted the request.**
- 40) Request of the **Department of Children and Family Services** to establish a Premium Pay Policy for Child Welfare Team Specialist (Social Services Analyst 1) positions under the provisions of State Civil Service Rule 6.16(a), effective December 27, 2021. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **The Commission unanimously granted the request.**
- 41) Request of the **Department of Public Safety—Office of State Police** to establish a Premium Pay policy in accordance with State Civil Service Rule 6.16(a), effective September 29, 2021. **The Commission unanimously granted the request.**

- **Director's Report**

- In response to a request from the Commission at the July 7, 2021, meeting, Director Decoteau informed the Commission that the Department reached out to Grambling State University regarding their Special Entrance Rate (SER) Policy for Police Officer job titles. The University is aware their SER policy is lower than those of surrounding university police departments; however, it is strictly a budget issue. The University will continue to monitor the situation to see if their budget will allow for a higher rate in the future.
 - State Civil Service successfully worked with the Division of Administration regarding enhancements to Human Resources Technology. One of the platforms purchased by the Division is a performance management platform. The agencies will work together to implement something in the near future that will allow agencies to communicate with employees through a digital platform.
 - Toby Comeaux, Chief Administrative Officer for State Civil Service, has joined the Executive Staff at Department of Children and Family Services. Director Decoteau thanked Mr. Comeaux for his years of dedicated service to State Civil Service.
- Consideration of a motion to *recess/adjourn* to Executive Session to conduct interviews for the Deputy State Examiner position for the Municipal Fire and Police Civil Service System, consider Applications for Review of Civil Service Appeals, status of Director's investigation regarding Louisiana Workforce Commission as directed at July 7, 2021, Commission meeting, and other personnel matters. (All Commissioners to verbally vote.) **On motion duly made, seconded, and unanimously passed, the Commission agreed to recess for executive session at 10:16 a.m. to conduct interviews for the Deputy State Examiner position for the Municipal Fire and Police Civil Service System, consider Applications for Review of Civil Service Appeals, status of Director's investigation regarding Louisiana Workforce Commission as directed at July 7, 2021, Commission meeting, and other personnel matters.**

The Commission reconvened from executive session at 11:57 a.m.

As outlined in #23 of this agenda, on motion duly made, seconded, and unanimously passed, the Commission granted that Kesha Feigley be appointed to the position of Deputy State Examiner for a working test period of six months as prescribed by statute, subject to her acceptance of the position after negotiation of salary with the State Examiner in accordance with Louisiana Constitution Ancillaries Article 14 §15.1 9.b and agreement with the State Examiner on a start date and as may be needed, the State Examiner has Commission authority to negotiate above the mid-point in accordance with State Civil Service Rule 6.5(g).

Commissioner Hughes requested to add to the agenda an item to consider an individual pay adjustment for the Director of State Civil Service. After providing the opportunity for public comments, to which there were none, the Commission unanimously granted the request, which became item #42 on the agenda.

42) Request in accordance with State Civil Service Rule 6.16(c) for an individual pay adjustment for Byron P. Decoteau, Jr., State Civil Service Director, in the amount of \$784.00 biweekly, effective September 29, 2021. After providing the opportunity for public comments, to which there were none, the Commission unanimously granted the request.

Commissioner Hughes requested to add to the agenda an item to consider granting Chairman Duplantier be granted the authority to conduct the Fiscal Year 2021-2022 Performance Planning session, on behalf of the Commission, for the State Civil Service Director and the State Examiner of the Municipal Fire and Police Civil Service. After providing the opportunity for public comments, to which there were none, the Commission unanimously granted the request, which became item #43 on the agenda.

43) Consideration of a motion that Chairman Duplantier be granted the authority to conduct the Fiscal Year 2021-2022 Performance Planning session, on behalf of the Commission, for the State Civil Service Director and the State Examiner of the Municipal Fire and Police Civil Service. After providing the opportunity for public comments, to which there were none, the Commission unanimously granted the request.

There being no further business, the meeting adjourned at 12:02 p.m. on September 29, 2021.

Respectfully submitted,

Byron P. Decoteau, Jr., Director

David Duplantier, Chairman